

**DATE: NOVEMBER 25, 2003**

**TO: ALL INTERESTED PARTIES**

**RE: FOOD, BEVERAGE AND RETAIL  
CONCESSION CONTRACTS**

**ADDENDUM NO. 4**

**RFP PROCESS, INSTRUCTIONS AND  
CONTRACT PROVISIONS  
RFP Volume I**

**CONCESSION CONTRACTS  
RFP Volume II**

Attached hereto and incorporated herein are revisions to the RFP provisions regarding the certain service segments for which Washington State Ferries (WSF) did not receive any proposals on the initial Proposal Due Date.

All other RFP terms and conditions remain unchanged. All proposers for the revised service segments will be required to acknowledge receipt of this Addendum on the Financial Proposal Form. All RFP Addenda will become a part of the Contract.

Sincerely,

Tim McGuigan  
Contracts / Legal Services Manager

Attachments

## ATTACHMENT TO ADDENDUM NO. 4

**RFP PROCESS, INSTRUCTIONS AND  
CONTRACT PROVISIONS  
RFP Volume I  
and  
CONCESSION CONTRACTS  
RFP Volume II**

On August 28, 2003, Washington State Ferries (WSF) issued a competitive Request For Proposals (RFP) package for seven (7) Food, Beverage and Retail Concession Contracts, as follows:

<u>Segment</u>	<u>Scope</u>
1.	Food, beverage and retail services on-board WSF vessels ( <b>On-board Food, Beverage and Retail</b> ).
2.	Food and beverage services at WSF terminals and adjacent holding areas ( <b>On-shore Food &amp; Beverage</b> ).
3.	News, books and convenience stores at WSF terminals ( <b>NBC Store</b> ).
4.	Fast food locations at WSF terminals ( <b>Fast Food</b> ).
5.	Cold beverage vending machines on-board WSF vessels and at WSF terminals ( <b>Cold Beverage Vending</b> ).
6.	Hot beverage and snack vending machines on-board WSF vessels and at WSF terminals ( <b>Hot Beverage &amp; Snack Vending</b> ).
7.	Game vending machines on-board WSF vessels and at WSF terminals ( <b>Game Vending</b> ).

On October 10, 2003, WSF received proposals for segments 4, 5, 6 and 7 and is proceeding with the proposal selection and award process for those segments. WSF did not receive any proposals for segments 1, 2 and 3.

This RFP Addendum is to advise all interested parties that WSF is hereby amending the scope of certain RFP provisions in a second attempt to obtain competitive proposals for the following segments only: segment 1, **On-board Food, Beverage and Retail**; segment 2, **On-shore Food & Beverage**; and segment 3, **NBC Store**. WSF will formally advertise the amended RFP and issue a copy of the advertisement to all firms that previously expressed an interest in one or more segments under the original RFP.

Interested parties are hereby advised that WSF is seeking innovative proposals for development of the services in segments 1, 2 and 3. To maximize competitive interest and foster creative ideas, WSF is willing to discuss concepts with firms without pre-determined minimum requirements and specifications. As such, interested parties may develop such proposals that deviate (in whole or in part) from the Concession Specifications and minimum requirements specified in the RFP. Such proposals may include a variety of modifications, including but not limited to, scope of services, Concession Fee, products / menu, Contract provisions, etc.

Segment 1, On-Board Food, Beverage and Retail. WSF reminds firms that they may propose to operate the galleys on certain ferry routes only, or on all of the ferry routes with galley service, depending on the firm's business plan. The segment 1 Concession Contract will have the flexibility to add more routes during the term of the Contract, if available and financially viable for both parties.

Segment 2, On-shore Food and Beverage; and Segment 3, News, Book and Convenience. Proposers may offer concepts that provide different retail services than contemplated in the RFP, or propose a different space utilization (e.g., smaller retail spaces or alternative space lay-out), if such plans complement WSF customer flow through the Colman Dock-Pier 52 Ferry Terminal. Additionally, firms may propose services for Colman Dock-Pier 52 only, or portions thereof, if desired. The segment 2 and 3 Concession Contracts will have the flexibility to add space at other WSF terminals during the term of the Contract, if available and financially viable for both parties.

WSF will schedule proposal development meetings with each interested party early in the amended RFP process, prior to development and submittal of written proposals. The goal is to develop competitive proposals that are achievable and acceptable to WSF. After submittal of written proposals, WSF will evaluate the proposals pursuant to an accelerated RFP Evaluation Process (see attached, revised RFP Schedule).

Please note that pursuant to the revised RFP Schedule, Letters Of Intent (LOIs) are due on January 9, 2004. The LOIs must specify not only intent to submit a proposal for one (1) or more service segments, or portions thereof, but also a brief description of the offered services. The LOIs will enable WSF to determine the extent of competition for the various concession services and plan the remainder of the RFP process accordingly.

Additionally, note that under the revised RFP, Contract revisions may include, but are not limited to, the following elements which will be negotiated by the parties depending on the scope of the offered concession services: (i) termination for convenience by either party; and (ii) duration of the Contract term, not to exceed ten (10) years.

Depending on the number of proposals received, WSF reserves the right to postpone evaluation of proposals for segment 2 and/or 3 services offered for locations other than Colman Dock-Pier 52, to enable WSF to concentrate its initial evaluation efforts on segment 1 services and segments 2 and 3 services for Colman Dock-Pier 52. In such event, WSF will revise the RFP Schedule in a future RFP Addendum.

Finally, WSF hereby advises all interested parties that if WSF is unable to complete the amended RFP process before the 12/31/03 expiration of the current Food Service Concession Contract with Sodexo America, then WSF reserves the right to directly contract with an interested firm or firms to provide interim food and/or beverage service at WSF terminals and/or aboard its vessels, as deemed appropriate by WSF.

## **RFP SCHEDULE**

### **Segments 1, 2 and 3**

The RFP Schedule for segments 1, 2 and 3 has been revised to accommodate the amended RFP process described herein. A revised RFP Schedule is attached hereto and incorporated herein. The revised Schedule supersedes and replaces the previously issued RFP Schedule as it pertains to segments 1, 2 and 3.

**( END )**

# WASHINGTON STATE FERRIES

## FOOD, BEVERAGE AND RETAIL CONCESSION CONTRACTS

### RFP SCHEDULE FOR SEGMENTS 1, 2 & 3

(As of 11/25/03)

<u>DATE</u>	<u>ITEM</u>
11/25/2003	Issue RFP Addendum No. 4
12/1 – 15	2 <sup>nd</sup> Project Advertisement - Daily Journal of Commerce - Diversity Business News
12/1 – 1/26/2004	Proposal Development Meetings
1/9	Letters of Intent Due
1/30	Outline of Proposals Due
2/2 - 6	Proposal Discussions (WSF optional)
2/10	Proposals Due
2/11 - 17	Initial Proposal Evaluation
2/18	Select Finalists
2/20 - 23	Oral Presentations (WSF optional)
2/24 - 25	Final Proposal Evaluation
2/26	Award Recommendation
2/27	Notice of Apparent Successful Proposers
3/4	<u>Award</u>
3/15	Signed Contract and Contract Security Due
3/16	Contract Execution
3/16	Commencement of Contract

**Note: This RFP Schedule is subject to change during the RFP process.**